

offsite visit information

credentialing offsite

scout-ing, (skou 't ɪŋ) *n, v* :: used as noun or verb ... exploring in order to gain information or to explore with the goal of finding something

*... two full work days
visiting a ministry or other
setting for the purpose of
gaining new insight ...*



what is it

As part of your credentialing process, you are to spend two full work days visiting a ministry, or other setting, that exemplifies commonalities with what it is you do and your ministry context.

You can and will gain insight into the values that drive what you do, or insight on how to address the needs of specific youth, or ideas on how to resource a ministry, or new structural and organizational insights, or ...

rationale

Visiting another site or ministry setting allows you to learn from experience:

- by **observation** ... experiencing what is actually happening
- by **discussion** ... with staff, youth and others gaining insight from their experience.
- by **asking questions** ... you can learn and take away ideas that you could implement.

specifics

You are to spend two 8-hour work days (minimum 16 hours) observing another ministry or similar program or setting to what do:

- it may be a ministry area in another YFC chapter; or it may be another ministry or setting that has strong commonalities with the ministry you are presently involved with.
- your choice of ministry site must be approved by your supervisor and confirmed with your regional training director

preparation

Thorough preparation will ensure a depth and quality of experience for both for you and for the site you are visiting:

1. brainstorm with your supervisor various chapters or ministries or other organizations or programs that would be appropriate and would offer something for you to learn – those that are similar to your own and/or those that are strong in areas that you need to grow in.
2. make contact with the ministry that you would like to visit, arranging the following:
 - who you should deal with regarding your visit (who's your contact person)
 - the exact dates and times that are suitable for both you and them
where you will be staying overnight
 - transportation to & from your accommodations to ministry setting, if not your own
 - and develop a plan for what you'd like to see and whom you wish to meet with

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3. final preparation step ... with your supervisors approval to your planned visit ... please then contact your regional training director to confirm where you are visiting, when you will be there and an outline of how you will spend your time there.

your plan

... included here are some sample questions or topics just to get you started

You should spend a portion of your time actually observing ministry and be present during their hours of operation:

- describe the youth (who) involved, how did they come to be involved, what draws them?
- describe what's happening, what is unique, what's going on?
- what one thing do you see that you could take away?

Meet with the director or someone in leadership for a minimum of 1 hour.

Have a list of at least 5 key questions prepared for this discussion that come from what you'd like to learn:

- what motivates them?
- what obstacles do they face?
- how do they secure funding?
- how do they involve others – staff, volunteers, youth
- how is recruitment and role designation handled?
- what are their future plans or vision for where the ministry needs to go next?

Meet with another staff person or a volunteer for another perspective on what they do:

- how would they describe what they do (their role)?
- what did they need, from their point-of-view, to get started in their role?
- how would they describe what supervision is most helpful for them?
- how would they describe their experience of team?

while onsite

Write down what you notice, what you see, ideas, questions, observations, and thoughts.

And find a way and be sure to thank the people that have hosted you onsite (and those who may have provided a place for you to stay), for their time and the opportunity to learn from them.

and after the visit

a.) Write a 5-page summary (double spaced, 11 point Arial font, 1 inch margins) of your offsite visit that includes:

- a one page outline of where you were, the names of your contacts, & what you did.
- two-pages of observations and notations from the visit (the above questions).
- two-pages detailing things you learned, things that you might change and details of one specific thing you will do as a result of your visit. Remember; please be respectful when communicating about another site, program or ministry.

b.) Debrief the experience with your supervisor and provide them a copy of your written summary ... AND submit a copy of your written summary to your Regional Training Staff Contact.

Regional Training Staff Contacts

Central Region ... Teresa Zehr (teresa.zehr@yfccanada.org)

Western Region ... Maria Nndem (maria.petrou@yfccanada.org)

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